

Instructions for Completing the Initial Surcharge Application Process with the MPSC

1. The case number for the MPSC Docket will be issued and information provided to the counties as soon as the new 9-1-1 legislation is in place. This case number should be included on all final filing documents. (Information provided for pre-review does not require the case number).
2. Complete Form ETSC- 400A (even if county is not going to collect local surcharge at this time, please complete to section indicated).
3. If the county is requesting any increases over 2007 + 2.7% landline surcharge revenues, the additional Form ETSC-400B must be completed and accompanying documentation provided.
4. Forms ETSC-400A and ETSC-400B (if applicable) MUST be completed in typewritten or electronic format. Please include contact information in the event the MSPC or the State 9-1-1 Office needs to contact the county.
5. Electronic forms and these instructions can be found at the ETSC web site at: www.michigan.gov/msp-etsc under "9-1-1 Funding and Contact Information."
6. Provide documentation, in the following order:
 - A) Supporting documentation on **landline** revenue generated in 2005, 2006, and 2007 in the form of annual county year-end summary sheets of landline surcharge (individual "running" ledgers for all monthly surcharge receipts are not required).
 - B) Supporting documentation on summary budgets for each PSAP in the county for 2005, 2006, and 2007. The budgets must reflect allowable costs as established in the ETSC Allowable and Disallowable Expenses dated 06/21/05 (copy included in application packet).
 - C) A copy of the independent audit performed for each PSAP in the county for 2005, 2006, and 2007 (if completed). Proposed (or approved) 2008 operating budget for each PSAP in the county.
 - D) If there is a capital project(s) not included as part of current operational budget, but paid out of the current surcharge revenue collection, please provide documentation of that project(s). Include any budget documents, agreements, or written plans in regard to use of the surcharge for financing.
 - E) Copy of actual or proposed county commission resolution for the County 9-1-1 Plan to collect the local surcharge (refer to Template Resolution # 1).
 - F) Copy of actual or proposed county commission resolution for new surcharge, the amount, and length of time for collection (refer to Template Resolution # 2).
 - G) Completed affidavit (with notarization) for all counties submitting for initial surcharge.
7. If the county is filing electronically, all information must be filed under the forthcoming MPSC Docket #. (Counties will be notified as soon as the docket number is issued). Form ETSC-400A, Form ETSC-400B, (if applicable), and all required documentation are due NO LATER than close of business on Monday, September 17th for e-filing. ***(If this deadline date is changed, counties will be notified immediately).***

If your county is unable to provide its documentation via electronic filing to the MPSC, the State 9-1-1 Office will assist you in the filing process. Please contact Harriet Miller-Brown at the State 9-1-1 Office NO LATER than close of business on **September 7, 2007**. ***(If this deadline date is changed, counties will be notified immediately).***

Counties whose applications that are not received by the deadlines will not be eligible for local 9-1-1 surcharge collection until July 1, 2008. Incomplete applications cannot be processed.

8. Proprietary data should be marked accordingly.
9. Funding projections that have been done are based on the population to device ratio statewide. With MLTS reduction, that ratio is .93 a device per person, rather than *known* numbers of devices in each county. If your county currently collects landline surcharge, you should be able to calculate the number of landlines. After the act is passed, counties may be able obtain more accurate numbers from the wireless industry.

(Protection from FOIA under SB 410). The current projections do not include the 2% for the communications providers' collection costs; please remember to take the 2% collection amount into account when creating your estimates.

10. The State 9-1-1 Office will accept applications from counties for pre-review up until close of business on **Friday, September 7, 2007**. **Please do not send original documents for pre-review** as you may need them for corrections and your final filing. Pre-review applications will be reviewed and returned to the counties on a first received - first served basis. Timely submission for pre-review of your application is encouraged. If you have any questions while completing the application process please contact Harriet Miller-Brown at 517-336-6414.

Pre-review documents may be e-mailed to millerhr@michigan.gov or mailed to:

State 9-1-1 Office
714 S. Harrison Rd.
East Lansing, MI 48823